

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Secretary of the Commonwealth / 166
 2. Database Title: Customer Information Systems
 3. Database Acronym: Notary
 4. Point of Contact: Sylvia D. Moore
 5. Phone Number: (804) 786-2441
 6. Signature & Date: *Sylvia D. Moore* 7/17/97

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

- N- SOC maintains data on applicants appointed by the Governor as a Notary Public for the State of Virginia. Any applicant wanting to become a Notary for the State of Virginia must apply at the Secretary of the Commonwealth's Office.
- D- Database contains: SS#, Name, Home/Bus Address, including Home/Bus Phone#, Receipt Date of Application. If appointed, the database will also contain Commission Date, Expiration Date of Commission and Date they took their Oath.
- R- Social Security Number is restricted to Public Access

Notary Clerk Supervisor - Michelle Ford
 Assistant Notary Clerk - Lisa Smith
 #- (804) 786-2441

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update: 9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

Paper Listing of newly appointed Notary addresses is supplied to Local seal companies by a written request. .25 cents per page

Out-of-State Seal Companies by request (written) are sent monthly names and address of newly appointed Notarys \$35.00 monthly fee

Note: Notary Application will be available to the Web users to download to printer or fax machine no later than September 1, 1997, if not before

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97